

**SUPERVISORS & SECRETARIES
PLEASE POST**

**NATIONAL AERONAUTICS AND
SPACE ADMINISTRATION**

**AMES RESEARCH CENTER
MOFFETT FIELD, CA 94035-1000**



**LISTING OF CURRENT
VACANCY ANNOUNCEMENTS**

May 4, 1998

OPEN TO AMES EMPLOYEES ONLY

| NOTICE NUMBER | JOB TITLE | GRADE | AMES ORG | CLOSING DATE |
|--------------------------|---|--------------|--|-------------------------|
| 98-BH-573 | AST, Experimental Facilities Development (Amended to change area of consideration and to extend closing date) | GS-801-13/14 | Facilities Engineering Branch (FEF) | 5-18-98 |
| 98-BH-574 | Engineering Technician (Amended to extend closing date) | GS-802-11/12 | Advanced Composites and Metals Development Branch (FMD) | 5-18-98 |
| 98-BH-575 | Supervisory AST, Electronic Instrumentation Systems (Branch Chief) (Amended to change area of consideration and to extend closing date) | GS-855-14/15 | Electronic Systems Branch (FES) | 5-15-98 |
| 98-MIS-579 | Secretary (Office Automation) | GS-318-6/7 | Human Factors Research and Technology Division (IH) | 5-18-98 |
| 98-MIS-580 | Administrative Specialist | GS-301-12/13 | Human Factors Research and Technology Division (IH) | 5-18-98 |
| 98-MBS-581 | Administrative Support Assistant (Office Automation) (GO Position) | GS-303-7/8 | Acquisition Branch for Center Operations and Space (JAC) | 5-11-98 |
| 98-BH-582 | Administrative Support Assistant (Office Automation) | GS-303-6/7 | Systems Engineering Division (FE) | 5-18-98 |
| 98-AJC-583 | Supervisory Operating Accountant | GS-510-14 | Cost Accounting Branch (CFG) | 5-18-98 |

OPEN TO NASA EMPLOYEES ONLY

| NOTICE NUMBER | JOB TITLE | GRADE | AMES ORG | CLOSING DATE |
|--------------------------|-----------------------|--------------|---------------------|-------------------------|
| | No entries this issue | | | |

OPEN TO GOVERNMENT AND/OR THE PUBLIC

| NOTICE NUMBER | JOB TITLE | GRADE | AMES ORG | CLOSING DATE |
|--------------------------|---|-----------------|---|-------------------------|
| 98-DC-106T | AST, Software Systems (Term Position) | GS-801-12/13/14 | Software Technology Division (IT), Fairmont, West Virginia | 5-22-98 |
| 98-DC-107T | AST, Software Systems (Term Position) | GS-801-12/13/14 | Software Technology Division (IT), Fairmont, West Virginia | 5-22-98 |
| 98-RMG-328T | Administrative Specialist (Term Position) (Amended to extend closing date) | GS-301-12/13 | Advanced Air Transportation Technologies Project Office (AT) | 5-8-98 |
| 98-RJ-329T | Secretary (Office Automation) (Term Position) (Amended to extend closing date and add position) | GS-318-5/6 | Automation Concepts Research Branch (AFC); Terminal Area ATM Research Branch (AFA) | 5-11-98 |
| 98-MBS-331T | Contract Specialist (2 or more positions) (Term Position) (Amended to extend closing date) | GS-1102-9/11 | Acquisition Branches (JAC/JAI/JAZ) | 5-11-98 |
| 98-MBS-332T | Procurement Technician (OA) (Term Position) (Amended to extend closing date) | GS-1106-5/6 | Acquisition for Center Operations and Space (JAC) | 5-11-98 |
| 98-MBS-333T | General Supply Specialist (Term Position) | GS-2001-11 | Logistics Management Branch (JFS) | 5-4-98 |
| 98-MBS-334T | Property Control Specialist (Term Position) | GS-2001-11 | Logistics Management Branch (JFS) | 5-4-98 |
| 98-MIS-335T | Secretary (Office Automation) (Term Position) | GS-318-6/7 | Human Factors Research and Technology Division (IH) | 5-18-98 |
| 98-MBS-336T | Facilities Management Specialist (Assistant Division Chief) (Term Position) | GS-1101-14 | Facilities & Logistics Management Division (JF) | 5-19-98 |
| 98-MBS-337T | General Supply Specialist (Term Position) | GS-2001-13 | Logistics Management Branch (JFS) | 5-19-98 |
| 98-MBS-338T | Traffic Management Specialist (Term Position) | GS-2130-11/12 | Logistics Management Branch (JFS) | 5-19-98 |
| 98-MBS-339T | General Supply Specialist (Term Position) | GS-2001-9/11 | Logistics Management Branch (JFS) | 5-19-98 |

OPEN TO GOVERNMENT AND/OR THE PUBLIC (Cont'd)

| NOTICE NUMBER | JOB TITLE | GRADE | AMES ORG | CLOSING DATE |
|--------------------------|---|---------------|--|-------------------------|
| 98-MBS-340 | Contract Specialist | GS-1102-12/13 | Acquisition Branches (JAC/JAI/JAZ) | 5-18-98 |
| 98-MBS-341 | Contract Specialist | GS-1102-9/11 | Acquisition Branches (JAC/JAI/JAZ) | 5-18-98 |
| 98-RJ-578 | Engineer, AST, Technical Management (Amended to extend closing date) | GS-801-13/14 | National Rotorcraft Technology Center (N) | 5-15-98 |

"WHO MAY APPLY" CATEGORIES

The following definitions explain who may apply to the different recruitment categories. "Open to Ames employees only" means all permanent full time NASA-Ames employees with career or career-conditional appointments working at Ames-Moffett or other duty station. "Open to NASA employees" means permanent full time NASA employees at any NASA location who have career or career-conditional appointments. "Open to government and/or the public" means persons outside of NASA, and include current civil service employees with career or career-conditional appointments, former civil service employees with reinstatement eligibility, other civil service employees, or persons from the general public without prior Federal service. **Each individual vacancy notice specifies who may apply.**



May 4, 1998

HOW TO APPLY FOR VACANCIES AT NASA-AMES RESEARCH CENTER

For any of the following positions, you may submit a resume, the Optional Application for Federal Employment (OF-612), or an Application for Federal Employment (SF-171), which is no longer available for dissemination. The following information **MUST** be provided: •Vacancy number and title of the job applying for •Full name, mailing address, day and evening phone •SSN •Citizenship status •Reinstatement eligibility •Highest Federal civilian grade held (give job series, grade, and dates) •Educational information for high school and above (give name, city, State, date of diploma, majors, and types of degrees) •Work experience **RELATED** to the job applying for in the following format: job title, duties and accomplishments, employer's name and address, supervisor's name and work phone, starting and ending dates, hours per week, and salary •Indicate if we may contact your current supervisor •Training, skills, honors, awards, membership in professional/honor societies, that are **RELATED** to the job being applied for •Veterans' preference (Claims for 5 point veterans' preference must be accompanied by a copy of a DD-214 or other proof of eligibility. Claims for 10 point veterans' preference must be accompanied by an SF-15 plus the proof required by that form). Note: The Defense Authorization Act for FY 1998, signed into law on November 18, 1997, accords veterans' preference to everyone who served on active duty in the Gulf War between August 2, 1990 and January 2, 1992, if they were honorably discharged and served a minimum of 2 years on active duty, or if a reservist, served the full period for which called to active duty. The Act also provides veterans' preference to recipients of the Armed Forces Expeditionary Medal for service in Bosnia during Operation Joint Endeavor (November 20, 1995 - December 20, 1996) or Operation Joint Guide (December 20, 1996 - to be determined) •Any other forms or information requested on the vacancy announcement. The necessary forms are available from any Federal Government office.

Applicants should provide, as a supplement to the above, work examples for each selective placement factor and ranking and evaluation factor which demonstrate possession of the knowledge's, skills, and abilities (KSA's). The KSA's for each position are listed under "Selective Placement Factor" and "Ranking and Evaluation Factors." Applicants should also include a copy of their most recent performance rating. Do **NOT** send position descriptions, personal endorsements, or other unsolicited materials.

If the vacancy announcement is open to all qualified citizens, current and reinstatement-eligible Federal employees must indicate whether they desire consideration under the internal merit promotion procedure or external procedure. If no indication is made, the application will be processed under the internal merit promotion procedure. If consideration is sought under both procedures, two applications (one for each procedure) must be filed. Current or reinstatement-eligible Federal employees may lose internal merit promotion consideration if an SF-50 "Notification of Personnel Action" to verify career or career-conditional status is not attached. Note: applicants for temporary or term positions will be considered under external competitive procedures.

Reimbursement of certain relocation expenses, including travel, will depend on the availability of funds in the hiring organization.

Displaced or Surplus Federal employees in the local commuting area applying under the OPM Career Transition Assistance Program (CTAP) and the Inter-Agency Career Transition Assistance Program (ICTAP) must attach all necessary proof to establish CTAP/ICTAP eligibility. Proof must include RIF Separation Notice or Certification of Expected Separation, and agency documentation of promotion potential and current performance rating of fully successful or higher. Selection priority will be provided to those applicants who meet eligibility requirements and are deemed well qualified for the position. The well qualified level is a score of 85 out of 100, or one level above fully successful, or an equivalent standard.

For Senior Executive Service (SES) positions, applicants should refer to the instructions in the individual vacancy announcement.

Resumes or applications must be received or postmarked by the closing date and should be sent to the specific vacancy announcement number, NASA-Ames Research Center, Human Resources Division, Mail Stop 241-6, Moffett Field, California, 94035-1000. **SUBMIT ONE RESUME OR APPLICATION FOR EACH VACANCY ANNOUNCEMENT FOR WHICH YOU ARE APPLYING.** Applicants should keep copies of all application materials since they will not be returned. Applicants who do not provide all of the required information may lose consideration for the job for which they are applying.

QUALIFICATION REQUIREMENTS

Applicants must have education and/or experience in accordance with NASA and OPM qualification standards. Applicants must have at least one year of specialized experience comparable in difficulty and responsibility to that of the next lower grade in the Federal service. (This time requirement is not applicable to wage grade positions.) Creditable specialized experience must demonstrate possession of the particular knowledges, skills, and abilities to successfully perform the duties of the position, including any selective placement factors. In some cases, education may be substituted for experience. Applicants must meet all qualification requirements by the closing date of the announcement, including education, experience, time-in-grade, and selective placement factors, if any. For Aerospace Technology (**AST**) positions, the basic educational requirement is successful completion of a standard professional curriculum in an accredited college or university leading to a bachelor's degree or higher with major study in an appropriate field of engineering, physical science, mathematics, computer science, or other appropriate science. See specific vacancies for specialized qualifications information. Selectee must meet applicable physical and security requirements. For clerical positions with office automation or typing included in the title, a minimum typing speed of 40 words per minute is required. Applicants will be evaluated and selected in accordance with the NASA Competitive Placement Plan, NFFE Union Agreement, Delegated Examining, and Direct Hire requirements, as appropriate.

Selectee may need to serve a one-year probationary period, depending on experience, selection procedure, and/or civil service status.

Selection will be made without discrimination for any non merit reason such as race, religion, age, sex, national origin, marital status, non-disqualifying physical or mental disability, or political affiliation. Competitive status is not required under certain excepted appointments for individuals with disabilities under sections 213.3101(t) or (u) or Schedule A and for 30% or more disabled veterans.

Unless otherwise stated, the duty station is at Ames Research Center, Moffett Field, California. Moffett Field is located 35 miles south of San Francisco in the "Silicon Valley" area.

FOR FURTHER INFORMATION, CALL THE AMES EMPLOYMENT INFORMATION LINE AT (650) 604-8000, TELEPHONE DEVICE FOR THE DEAF AT (650) 604-6333. ALSO VISIT THE AMES EMPLOYMENT WEB SITE AT <http://huminfo.arc.nasa.gov/COB.html>.

VACANCIES OPEN TO AMES EMPLOYEES

Vacancy: #98-BH-573 **Amended to change area of consideration and to extend closing date**
Opens: April 20, 1998
Closes: May 18, 1998

Title: AST, Experimental Facilities Development (Construction of Facilities Planner), GS-801-13/14
Organization: Facilities Engineering Branch (FEF)*
 Systems Engineering Division (FE)*

*The filling of this position is contingent upon Headquarters approval of the proposed new directorate.

Who May Apply: Open to all full-time permanent NASA-Ames employees with career or career-conditional appointments.

Summary of Duties and Responsibilities: Serves as Construction of Facilities Planner. Develops plans for submittal through NASA Headquarters to Congress and the Office of Management and Budget for the Construction of Facilities (C of F) at Ames. Solicits proposals for research facilities development, and evaluates their design and scheduling feasibility, cost, relevance to mission accomplishment, and environmental impact. Coordinates with Ames senior executives to assign priorities commensurate with the Center's research needs to C of F project proposals. Prepares documentation to advocate program and facilities engineering aspects of proposals. The incumbent is expected to serve as the Ames the expert focal point for communication with NASA Headquarters during the congressional review of the Center's Co of F requirements.

Projected Promotion Potential: GS-14

If the selectee's current grade is below the grade or range stated and there are no regulatory restrictions, he/she will be promoted to the grade stated upon reassignment. If the selected candidate's existing grade is at the grade and within the range stated, he/she will be reassigned in grade. Any promotion after initial assignment is dependent upon the continuing need for higher level duties, performance, evaluation by appropriate OPM classification standards, and the absence of any Federal or Agency restrictions.

Specialized Qualifications Requirement: Creditable experience and education must demonstrate the ability to perform and supervise aerospace technology (AST) work in experimental facilities development.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Ability to evaluate research facilities development requirements (MI) Question/Guide: Give examples of your experience that show analysis of research facilities development projects. State the types of facilities projects, your responsibilities, the standards/criteria of evaluation, and the outcomes.

2. Ability to develop research facilities construction plans. (MI) Question/Guide: Give examples of your experience in developing facilities construction plans. Describe the engineering specifications and the program aspects of the plans.

3. Ability to communicate facilities project information both orally and in writing. Question/Guide: Give at least one example each of oral and written communication that show ability to advocate the construction of facilities. State the purpose of the communication, the organization level of the audience, and the results.

Vacancy: #98-BH-574 **Amended to extend closing date**
Opens: April 20, 1998
Closes: May 18, 1998

Title: Engineering Technician, GS-802-11/12
Organization: Advanced Composites and Metals Development Branch (FMD)*
 Aeronautics and Spaceflight Hardware Development Division (FM)*

*The filling of this position is contingent upon Headquarters approval of the proposed new directorate.

Who May Apply: Open to all full-time permanent NASA-Ames employees with career or career-conditional appointments in the Aeronautics and Spaceflight Hardware Development Division (FM)

Summary of Duties and Responsibilities:

Assists the Branch Chief/supervisor in planning, organizing, overseeing, controlling, budgeting, and evaluating metals fabrication projects. Projects involve precision development of metallic hardware for aerospace research. As the Task Area Manager (TAM) for the Support Service Contractors, the incumbent measures work performance, tracks schedules, and monitors quality control. Incumbent is expected to be able to modify and to approve final engineering design specifications for metals development. Assigns work to civil service staff, and makes recommendations to the Branch Chief about personnel actions, such as: promotions, performance evaluations, employee development, employee relations, and awards. Maintains knowledge of state of the art metals manufacturing methods, and implements new methods as necessary to enhance safety and efficiency.

Projected Promotion Potential: GS-12

If the selectee's current grade is below the grade or range stated and there are no regulatory restrictions, he/she will be promoted to the grade stated upon reassignment. If the selected candidate's existing grade is at the grade and within the range stated, he/she will be reassigned in grade. Any promotion after initial assignment is dependent upon the continuing need for higher level duties, performance, evaluation by appropriate OPM classification standards, and the absence of any Federal or Agency restrictions.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Ability to control and evaluate metals engineering design and fabrication processes (MI) Question/Guide: Give examples of your experience that show leadership in metal fabrication projects involving machining, welding, metal forming, metal treating. State the types of projects, the tolerances of metals required, the kind of machinery used, the techniques used, and the types of occupations of the project personnel.

2. Ability to accomplish work through others. (MI) Question/Guide: Describe actions you have taken to improve the capabilities and performance of others through task assignments, training and guidance on work processes, recognition of achievements, and career counseling. Describe assignments in which you have accomplished work through others, including organizing, delegating, and overseeing work, overcoming obstacles, resolving conflict, and assessing work performance. Describe work situations or outside activities which demonstrate your multicultural sensitivity and your ability to work harmoniously among people of different backgrounds.

3. Ability to communicate program and project information both orally and in writing. Question/Guide: Give examples of your oral and written communication that provides information about the status of programs and projects.

Vacancy: #98-BH-575

Amended to change area of consideration and to extend closing date

Opens: April 20, 1998

Closes: May 15, 1998

Title: Supervisory AST, Electronic Instrumentation Systems (Branch Chief), GS-855-14/15

Organization: Electronic Systems Branch (FES)*
Systems Engineering Division (FE)*

*The filling of this position is contingent upon Headquarters approval of the proposed new directorate.

Who May Apply: Open to all full-time permanent NASA-Ames employees with career or career-conditional appointments.

Summary of Duties and Responsibilities: Serves as Chief, Electronic Systems Branch. Duties and responsibilities include the administration, management, and technical direction of Branch personnel involved in the design and development of instruments for airborne and spaceflight research. Incumbent is expected to lead and coordinate the efforts of technical experts in electrical, electronic, optical, and biomedical engineering projects. Manages human resources, and forecasts, allocates, and distributes financial resources. Coordinates joint project efforts with Aeronautics and Spaceflight Hardware Development Division and other Systems Engineering Division staff. Advocates new programs, and keeps senior management informed of Branch activities, work status, and issues. Oversees the activities of a support service contract staff.

Note: Selected candidate not having Federal supervisory experience will be required to serve a one-year supervisory probationary period.

Specialized Qualification Requirements: In addition to general qualification requirements, creditable experience and education must demonstrate the ability to perform aerospace technology (AST) work in electronic instrumentation systems.

Projected Promotion Potential: GS-15

If the selectee's current grade is below the grade or range stated and there are no regulatory restrictions, he/she will be promoted to the grade stated upon reassignment. If the selected candidate's existing grade is at the grade and within the range stated, he/she will be reassigned in grade. Any promotion after initial assignment is dependent upon the continuing need for higher level duties, performance, evaluation by appropriate OPM classification standards, and the absence of any Federal or Agency restrictions.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Ability to manage engineering design and development of electronic systems. (MI) Question/Guide: Give examples of your experience which show leadership and responsibility for electronic engineering design and development projects.

2. Ability to develop and lead a diverse work force. (MI) Question/Guide: Describe actions you have taken to improve the capabilities and performance of others through task assignments, training and guidance on work processes, recognition of achievements, and career counseling. Describe assignments in which you have accomplished work through others, including organizing, delegating, and overseeing work, overcoming obstacles, resolving conflict, and assessing work performance. Describe work situations or outside activities which demonstrate your multicultural sensitivity and your ability to work harmoniously among people of different backgrounds.

3. Ability to communicate program and project information both orally and in writing. Question/Guide: Give examples of your oral and written communication that advocates programs and that provides information about the status of projects.

Vacancy: #98-MIS-579
Opens: May 4, 1998
Closes: May 18, 1998

Title: Secretary (Office Automation), GS-318-6/7
Organization: Human Factors Research and Technology Division (IH)
Information Systems Directorate

Who May Apply: Open to all full-time permanent NASA-Ames employees with career or career-conditional appointments.

Summary of Duties and Responsibilities: Serves as Secretary, providing clerical and administrative support to the Chief and Deputy Chief of the Human Factors Research and Technology Division. Performs a variety of secretarial and administrative duties, including answering telephones, receiving and distributing mail, making travel arrangements for the Chief(s) and staff, preparing correspondence and reports, and performing miscellaneous clerical and administrative duties related to the management of the Division. Utilizes advanced office automation systems, word processing, spreadsheets, presentation software, and other software programs to develop reports, maintain records, prepare charts, and develop presentations.

Projected Promotion Potential: GS-7

If the selectee's current grade is below the grade or range stated and there are no regulatory restrictions, he/she will be promoted to the grade stated upon reassignment. If the selected candidate's existing grade is at the grade or within the range stated, he/she will be reassigned in grade. Any promotion after initial assignment is dependent upon the continuing need for higher level duties, performance, evaluation by appropriate OPM classification standards, and the absence of any Federal or Agency restrictions.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

- 1. Ability to organize and control office clerical processes. (MI)** Question/Guide: Describe one or more complex tasks or responsibilities in your present or past positions that illustrate your ability to effectively organize the flow of an office, i.e., establishing files, setting priorities, etc. Include any specialized administrative support duties you have had.
- 2. Ability to use office automation systems in support of administrative processes. (MI)** Question/Guide: Describe the computer systems and programs that you have used in your present or past positions to prepare correspondence, graphs, and reports; to communicate with other personnel; to maintain records, etc.
- 3. Ability to apply procedures and guidelines. (MI)** Question/Guide: Describe assignments or projects you have had which illustrate your ability to interpret or apply written procedures or guidelines. Give specific examples of your most complex assignments, types of instruction manuals you have used, how much interpretation was involved, etc.
- 4. Ability to work with others.** Question/Guide: Describe your experience in dealing with people of various organizational levels where objective (schedule, priority, procedures) and subjective (personal preference or interpretations) differences had to be resolved.
- 5. Skill in oral and written communication.** Question/Guide: Describe specific occasions where you have used your verbal and writing skills, including the subject and purpose, originality required, and the position or function of persons involved.

Vacancy: #98-MIS-580
Opens: May 4, 1998
Closes: May 18, 1998

Title: Administrative Specialist, GS-301-12/13
Organization: Human Factors Research and Technology Division (IH)
Information Systems Directorate

Who May Apply: Open to all full-time permanent NASA-Ames employees with career or career-conditional appointments.

Summary of Duties and Responsibilities: The incumbent performs continuing analysis of all of the Division's administrative and resource functions, including funding for R&D (NASA & Other Agency), travel, training, awards, Division operations and reimbursable funds from other Government Agencies. Incumbent performs thorough independent analysis and develops strategic approaches to ensure that the Division has adequate funding to cover all requirements. Makes recommendations and provides information and analyses required to properly manage, control, and project the R&D resources within the constraints placed on these funds by the Headquarters Offices or Center Management. Prepares extensive reports for Headquarters or Center management regarding R&D funding performance.

Projected Promotion Potential: GS-13

If the selectee's current grade is below the grade or range stated and there are no regulatory restrictions, he/she will be promoted to the lowest grade in the range upon reassignment. If the selectee's existing grade is at the grade or within the range stated, he/she will be reassigned in grade. Any promotion after initial assignment is dependent upon the continuing need for higher level duties, performance, evaluation by appropriate OPM classification standards, and the absence of any Federal or Agency restrictions.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

- 1. Ability to analyze, interpret and resolve administrative and resource management issues. (MI)** Question/Guide: Describe how you've contributed to problem solving efforts in administrative and financial resources management, i.e. interpreting requirements, defining problems, developing alternatives, etc.

2. Ability to develop and maintain computerized budget, resources control and management information systems. (MI)

Question/Guide: Describe your experience/training in computerized financial and management information systems.

3. Ability to work with others. Question/Guide: Describe your experience in dealing with people of various organizational levels where objective (schedule, priority, procedures) and subjective (personal preference or interpretation) differences had to be resolved.

4. Skill in oral and written communication. Question/Guide: Describe specific occasions which illustrate your communication skills, including the subject, purpose, and person, and the position or function of persons with whom you were dealing.

Vacancy: #98-MBS-581

GO POSITION

Opens: May 4, 1998

Closes: May 11, 1998

Title: Administrative Support Assistant (Office Automation) GS-303-7/8

Organization: Acquisition Branch for Center Operations & Space (JAC)
Acquisition Division

Who May Apply: Open to all full-time permanent NASA-Ames employees with career or career-conditional appointments.

Summary of Duties and Responsibilities: Incumbent serves as a Grants Assistant supporting the Branch Chief and Grants Officers engaged in awarding and administering research grants and cooperative agreements. The incumbent will support the duties associated with the evaluation, award, administration, and close out of grants and cooperative agreements. Typical duties will include review and distribution of unsolicited proposals; preparing, controlling, or verifying various grants documents; assembling grants, cooperative agreements, including supplements; performing limited or routine administration; and performing other work of similar nature.

Note: There will be a meeting on, Tuesday, May 5, 1998 at 9:00 am in Building 241, Room 147, to discuss this position. All interested persons are encouraged to attend.

Projected Promotion Potential: GS-8

This position may have promotion potential to the level stated above. The selected candidate will be reassigned in grade for training to meet the requirements of this position. Successful completion of 6 months of training will make the selected candidate eligible for a promotion to the target position (i.e., GS-7 for person at the GS-6, or equivalent level; GS-8 for person at the GS-7, or equivalent level). Promotion to target grade depends upon existing grade level controls, the continuing need for higher grade level duties, the work performance of the incumbent, and the classification review of the position relative to OPM position classification standards that are in effect at the time of consideration for promotion.

Qualification Requirements: All minimum qualification requirements are waived, except grade level eligibility and time after competitive appointment requirements. Open to employees in GS-6 through GS-8.

1. Knowledge of Acquisition regulations and policies. (MI) Question/Guide: Describe your knowledge and experience of working with Acquisition regulations and policies . Give specific examples in which regulations, and/or other requirements had to be considered.

2. Ability to plan, organize, and prioritize work. Question/Guide: Describe instances where you have had to plan and organize your work. Give specific examples where such things as priority, time constraints, regulations, and/or other requirements had to be considered.

3. Skill in oral and written communication. Question/Guide: Describe specific occasions when you have used your oral and written communication skills including the subject and purpose and the position or function of persons you were dealing with. Describe what you did.

Vacancy: #98-BH-582

Opens: May 4, 1998

Closes: May 18, 1998

Title: Administrative Support Assistant (OA), GS-303-6/7

Organization: Systems Engineering Division (FE)*
Research and Development Support Directorate

*The filling of this position is contingent upon Headquarters approval of the proposed new directorate.

Who May Apply: Open to all full-time permanent NASA-Ames employees with career or career-conditional appointments.

Summary of Duties and Responsibilities: This position includes a combination of administrative duties and responsibilities covering financial resources control, human resource management liaison, and material control. The incumbent uses the Center's automated financial management system to budget, allocate, track, analyze and report the Branch's reimbursable program funds. Represents the Branch while conferring independently with Division managers and contractor representatives to forecast budget requirements. Consolidates and organizes budget data according to the Center's financial system guidelines, and coordinates financial transactions with financial management specialists. Formulates, consolidates, and revises financial management documents. Prepares periodic and special reports, and provides information about budget procedures and funds status. To a lesser degree, this position involves serving as a point of contact for human resource management matters. Duties include assisting Branch personnel in preparing personnel action documentation, participating in new employee orientation, and maintaining personnel related files. The incumbent also prepares documentation for the provision of supplies, equipment, and services. Operates office automation equipment to develop and maintain documents and data. Note: At the lower grade level the basic duties performed are similar in nature, but the incumbent receives less difficult or complex assignments requiring a lower level of knowledge and experience.

Projected Promotion Potential: GS-7

Candidates will be rated for all grades for which they qualify within the range announced. A candidate may be selected at any grade level for which he/she was certified. Any promotion after initial appointment is dependent upon the continuing need for higher level duties, performance, and evaluation under OPM classification standards.

Selective Placement Factor: Knowledge of automated systems to budget, allocate, track, analyze and report reimbursable financial resources.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Ability to use office automation systems in support of administrative processes. (MI) Question/Guide: Describe the computer systems and software programs that you have used to maintain records and to prepare correspondence, charts, and reports. Highlight and discuss those automated systems that you used for tracking and reporting on financial resources.

2. Ability to communicate financial information to managers, finance specialists, and contractor representatives. (MI)

Question/Guide: Describe your experience in developing and communicating financial information to others. Indicate the topics and the positions of the personnel with whom you communicated.

3. Ability to apply procedures and guidelines. Question/Guide: Describe assignments or projects you have had which illustrate your ability to interpret or apply written procedures or guidelines. Give specific examples of the types of guidelines you have applied and how much interpretation was involved.

Vacancy: #98-AJC-583

Opens: May 4, 1998

Closes: May 18, 1998

Title: Supervisory Operating Accountant, GS-510-14

Organization: Cost Accounting Branch (CFG)

Financial Management Division

Who May Apply: Open to all full-time permanent NASA-Ames employees with career and career-conditional appointments.

Summary of Duties and Responsibilities: As Branch Chief of the Cost Accounting Branch in the Financial Management Division, the incumbent is responsible for managing a broad range of financial management Branch functions which includes; administration of activities related to the collection, recording and reporting of cost accounting data. The incumbent provides oversight and resolution of the Center's full cost accounting activities. The incumbent is also responsible for the management of studies conducted to determine user charges and rates for commercial and non-profit use of Center facilities and staff, and rate structures required for the administration of full cost allocation pools. The incumbent also has overview responsibility of charge-back system management, and elements of budget execution which have been delegated to the CFG Branch. As Branch Chief, the incumbent provides management oversight over special cost studies, variance analysis, or cost performance reports required by the Center or the Agency. The incumbent is also responsible for managing the administration of the Center's program for the NASA Contractor Financial Management Reporting System (NF533 reporting) and for providing management oversight over the proper recording of cost accruals into the Center's core accounting system. This position also provides management oversight for statistical reviews required by the Division to validate Division processes such as bank card accounting, and obligation and payment validation. The incumbent also manages required cost studies of performance based contracting activities. As Branch Chief, the incumbent represents the Branch and Division, as required, with the Center, NASA Headquarters, other federal agencies, state and local government, and with the private sector relating to Branch or Division issues.

Note: Selected candidate not having Federal supervisory experience will be required to serve a one-year supervisory probationary period.

Projected Promotion Potential: GS-14

If the selectee's current grade is below the grade stated and there are no regulatory restrictions, the candidate will be promoted to the grade as advertised upon assignment. If the candidate's existing grade is at the grade advertised, he/she will be reassigned in grade.

Specialized Qualification Requirements:

Applicants must demonstrate leadership and management abilities and education must demonstrate the ability to apply sound accounting practices and to comprehend and apply a broad knowledge of accounting theory, concepts, and law.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Ability to lead, motivate, and develop employees. (MI) Question/Guide: Describe your knowledge and experience in providing leadership for employees. Give specific examples of your contributions towards the motivation, as well as development of employees you have lead.

2. Knowledge of federal accounting and financial management theories, concepts, principles, practices, techniques, policies, and laws. (MI) Question/Guide: Provide examples of work experience or specialized training which demonstrates the breadth of your knowledge of federal accounting and financial management theories, concepts, principles, practices, techniques, policies, and laws.

3. Ability to communicate orally and in writing: Question/Guide: Describe one or more situations which required you to effectively present information in a convincing and persuasive manner.

- 4. Ability to assess and resolve problems in the field of accounting:** Question/Guide: Give examples of incidents in your work experience where you have assessed and resolved problems in the field of accounting.
- 5. Ability to establish and maintain effective working relationships with all levels of management:** Question/Guide: Describe your experiences which demonstrate your ability to maintain effective working relationships with all levels of management.

VACANCIES OPEN TO GOVERNMENT AND/OR THE PUBLIC

Vacancy: #98-DC-106T
Opens: April 20, 1998
Closes: May 22, 1998

Title: AST, Software Systems, GS-801-12/13/14

Note: **Term position for an initial appointment of two years. May be extended for an additional two years without reannouncement.**

Entry Salary Range: GS-12: \$49,167/yr - \$63,922/yr
GS-13: \$55,004/yr - \$71,503/yr
GS-14: \$64,998/yr - \$84,495/yr

Organization: Software Technology Division (IT)
Information Systems Directorate
Fairmont, West Virginia

Who May Apply: U.S. Citizens from all sources Federal and Non-Federal

Summary of Duties and Responsibilities: Serves as a Software Engineer specializing in software independent verification and validation at the Ames Research Center's Fairmont, WV facility. Serves as a resident systems software specialist in the application of independent verification and validation technologies to a variety of critical flight software systems. Serves as the Center Initiative Manager and advocate for the Office of Safety and Mission Assurance (OSMA) Software Program to develop and integrate new software techniques, tools, methods or processes on NASA programs.

Specialized Qualification Requirements: In addition to general qualification requirements, creditable experience and education must demonstrate the ability to perform aerospace technology (AST) work in Software Systems.

Projected Promotion Potential: GS-14.

Candidate may be selected at any grade in the advertised range for which he/she is qualified and certified. Any future promotion will depend on grade controls, need for higher level duties, performance, and evaluation under OPM classification standards.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Knowledge of software engineering and software verification and validation techniques and methodologies. (MI)

Question/Guide: Describe your training and experience in the areas of software life-cycle process development, independent verification and validation, real-time simulation, software quality assurance, and flight software systems.

2. Ability to plan, conduct, and report on IV&V projects. (MI) Question/Guide: Describe your experience and training in the planning, conduct, and reporting of software systems projects. Provide specific examples which describe the project, the complexity of the project, your role and contribution to the accomplishment of the project.

3. Ability to understand and accomplish management objectives, including definition of goals, development of work plans, estimation of costs, and approaches to cost control. Question/Guide: Describe your experience and training in meeting management objectives. Provide specific examples of the project and your contribution to the accomplishment of that project.

4. Skill in oral and written communication. Question/Guide: Describe specific occasions which illustrate your communication skills. Include information about the subject, purpose, person or audience, and the position or function of persons with whom you were dealing.

5. Ability to work effectively with others. Question/Guide: Describe projects which required you to work in close cooperation with others. Describe the scope and level of your responsibility and your chief contributions.

Vacancy: #98-DC-107T
Opens: April 20, 1998
Closes: May 22, 1998

Title: AST, Software Systems, GS-801-12/13/14

Note: **Term position for an initial appointment of two years. May be extended for an additional two years without reannouncement.**

Entry Salary Range: GS-12:\$49,167/yr - \$63,922/yr
GS-13:\$55,004/yr - \$71,503/yr
GS-14:\$64,998/yr - \$84,495/yr

Organization: Software Technology Division (IT)
Information Systems Directorate
Fairmont, West Virginia

Who May Apply: U.S. Citizens from all sources Federal and Non-Federal

Summary of Duties and Responsibilities: Serves as a Computer Science researcher specializing in software verification and validation at the Ames Research Center's Fairmont, WV facility. Serves as a resident computer science researcher investigating verification and validation issues in autonomous and artificial intelligence systems. Performs and participates in special studies and technical assessments of critical software issues and problems.

Specialized Qualification Requirements: In addition to general qualification requirements, creditable experience and education must demonstrate the ability to perform aerospace technology (AST) work in Software Systems.

Projected Promotion Potential: GS-14.

Candidate may be selected at any grade in the advertised range for which he/she is qualified and certified. Any future promotion will depend on grade controls, need for higher level duties, performance, and evaluation under OPM classification standards.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Knowledge of software engineering and software verification and validation techniques and methodologies. (MI)

Question/Guide: Describe your training and experience in the areas of software life-cycle process development, independent verification and validation, real-time simulation, software quality assurance, and flight software systems.

2. Ability to plan, conduct, and report research projects. (MI) Question/Guide: Describe your experience and training in the planning, conduct, and reporting of software systems research projects. Provide specific examples which describe the project, the complexity of the project, your role and contribution to the accomplishment of the project.

3. Skill in oral and written communication. Question/Guide: Describe specific occasions which illustrate your communication skills. Include information about the subject, purpose, person or audience, and the position or function of persons with whom you were dealing.

4. Ability to work effectively with others. Question/Guide: Describe projects which required you to work in close cooperation with others. Describe the scope and level of your responsibility and your chief contributions.

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| Vacancy | #98-RMG-328T | Amended to extend closing date |
| Opens: | April 20, 1998 | |
| Closes: | May 8, 1998 | |

Title: Administrative Specialist, GS-301-12/13

Note: **Term position for an initial appointment of two years. May be extended for an additional two years without reannouncement.**

Entry Salary Range: GS-12: \$49,167/yr - \$63,922/yr
GS-13: \$58,468/yr - \$76,007/yr

Organization: Advanced Air Transportation Technologies Project Office (AT)
Aeronautics Directorate

Who May Apply: U.S. Citizens from all sources, Federal and non-Federal

Summary of Duties and Responsibilities: Serves as Contracting Officer's Technical Representative (COTR) for the NASA Research Announcement (NRA2-36648) contracts. The primary focus of the NRA contracts will include research activities in the sub-elements of the Advanced Air Transportation Technologies (AATT) Project. Responsible for providing NRA contractors with appropriate program direction, and in consultation with engineers, ensuring that the technical requirements of the AATT Project can be met in an efficient and timely manner. The COTR interacts frequently with the Contracting Officer, contractor management, and NASA technical organizations to ensure compliance with the terms of the NRA contracts. The incumbent assumes the lead responsibility for the monitoring of contractor compliance with the requirements of the contract as well as all Terms and Conditions. Monitors Task Order Managers to ensure compliance with contract terms and scope. Monitors contract expenditures and recommends any necessary corrective action to maintain budgetary requirements. Performs a variety of administrative program duties, related to program planning, reporting, and analysis.

Selective Placement Factor: Knowledge of government contracting processes from either the agency or the contractor's perspective.

Projected Promotion Potential: GS-13

Candidates will be rated for all grades for which they qualify within the range announced. Candidates whose existing grade is below the grade range announced will be rated for the lowest grade in the range. A candidate may be selected at any grade level for which he/she was certified.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Ability to analyze and manage both technical and cost proposals and other government contract terms and conditions. (MI)

Question/Guide: Give specific examples which demonstrate your experience with government contracting and acquisition processes. Describe your experience with programmatic, cost, and price analysis, specifically as it relates to dollar thresholds and complexity of difficulties encountered. Include any experience managing technically oriented contracts.

2. Ability to analyze, interpret and resolve administrative and resource management issues. (MI) Question/Guide: Describe how you've contributed to problem solving efforts in administrative and financial resources management, i.e., interpreting requirements, defining problems, developing alternatives, etc. Focus on instances where your ability to analyze resources data played a key role.

3. Skill in communicating with people at all levels, both orally and in writing. Question/Guide: Describe specific examples which illustrate your written and oral communication skills. Explain the purpose of the communication (e.g., advocating a proposal, gain cooperation, instruct others); the complexity of the issue; the audience/recipient (e.g., supervisor, management officials, technical experts); and the outcome.

4. The ability to direct and coordinate team activities to achieve program objectives. Question/Guide: Describe assignments in which you have accomplished work through other individuals, including the nature and purpose of the work to be done; the number and types of persons you directed; and the extent to which you were involved in planning assignments and reviewing work progress and performance.

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| Vacancy: | #98-RJ-329T | Amended to extend closing date and add position |
| Opens: | April 20, 1998 | |
| Closes: | May 11, 1998 | |

Title: Secretary (Office Automation), GS-318-5/6 (2 positions)
Note: **Term position for an initial appointment of two years. May be extended for an additional two years without reannouncement.**

Entry Salary Range: GS-5: \$23,965/yr - \$29,959/yr
GS-6: \$25,226/yr - \$32,426/yr

Organization: Automation Concepts Research Branch (AFC) or Terminal Area ATM Research Branch (AFA)
Aviation Systems Research and Technology Division

Who May Apply: U.S. Citizens from all sources, Federal and non-Federal.

Summary of Duties and Responsibilities:

Will be assigned to serve as the secretary of the Automation Concepts Research Branch (AFC) or the Terminal Area ATM Research Branch (AFA). Performs a variety of secretarial and administrative duties, including answering telephones, receiving and distributing mail, making travel arrangements for the Branch Chief and staff, preparing correspondence and reports, and performing miscellaneous clerical and administrative duties related to the management of the branch. Utilizes advanced office automation systems, word processing, spreadsheets, presentation software, and other software programs to develop reports, maintain records, prepare charts, and develop presentations.

Projected Promotion Potential: GS-6

Candidates will be rated for all grades for which they qualify within the range announced. Candidates whose existing grade is below the grade range announced will be rated for the lowest grade in the range. A candidate may be selected at any grade level for which he/she was certified.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Ability to apply procedures and guidelines. (MI) Question/Guide: Describe an assignment or project you have undertaken that illustrates your ability to interpret or apply written procedures or guidelines. Give specific example(s) of your more complex assignments, citing the types of instruction manuals, policies, or regulations you had to use, and the degree of judgment or interpretation that was required.

2. Ability to work with others.(MI) Question/Guide: Describe your experience in dealing with people of various organizational levels where objective (schedule, priority, procedures) and subjective (personal preference or interpretation) differences had to be resolved.

3. Ability to organize and control office clerical processes. Question/Guide: Describe one or more complex tasks or responsibilities in your present or past positions that illustrate your ability to effectively organize the flow of an office; i.e., establishing files, setting priorities, etc.

4. Ability to use office automation systems in support of administrative processes. Question/Guide: Describe the extent to which you have used word processing, database, and other software programs to prepare correspondence and reports; maintain records; and track action items. Include your editing responsibilities and the types of systems you have used.

5. Skill in written and oral communications. Question/Guide: Describe specific occasions where you have used your verbal and writing skills, including the subject and purpose, and the position or function of persons involved.

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| Vacancy: | #98-MBS-331T | Amended to extend closing date |
| Opens: | April 20, 1998 | |
| Closes: | May 11, 1998 | |

Title: Contract Specialist, GS-1102-9/11 (2 or more positions)
Note: **This is a one year term appointment. May be extended for additional years without reannouncement for a total of 4 years.**

Entry Salary Range: GS-9: \$33,906/yr - \$44,082/yr
GS-11: \$41,024/yr - \$53,328/yr

Organization: Acquisition Branches (JAC/JAI/JAZ)
Acquisition Division

Note: Reimbursement for relocation expenses is not authorized.

Who May Apply: U.S. Citizen from all sources, Federal and non-Federal

Summary of Duties and Responsibilities: Serves as a Contract Specialist responsible for formally advertising, negotiation, administration, and cost analysis functions for services, materials and equipment associated with the acquisition requirements at Ames Research Center. The contracts include cost-reimbursement (including cost-plus-fixed fee, cost-plus-incentive-fee), fixed price, and fixed-priced incentive, including both sole source and competitive solicitations. Requirements typically involve various types of services, specialized equipment, and supplies, all of varying complexity and dollar values.

Projected Promotion Potential: GS-12

Candidate may be selected at any grade in the advertised range for which he/she is qualified and certified. Any future promotion will depend on grade controls, need for higher level duties, performance, and evaluation under OPM classification standards.

Ranking and Evaluation Factors:

1. Ability to award, negotiate and administer various types of contracts for services, materials and equipment. (MI)

Question/Guide: Describe the types of contracts you have worked with. Describe the most complex types, and address what was involved that made them complex and the degree of review/approval/consultation required of your supervisor. Describe typical contractor negotiations you have been involved in.

2. Ability to analyze cost proposals and other contract terms and conditions. (MI) Question/Guide: Describe your experience with cost and price analysis, specifically as it relates to dollar thresholds and complexity of difficulties encountered.

3. Skill in communicating with people at all levels, both orally and in writing. Describe specific occasions that illustrate your written and oral communication skills. Explain the purpose of the communication (e.g., advocating a proposal, gain cooperation) the complexity of the issue; the audience/recipient (e.g. supervisor, management officials, technical experts); and the outcome.

Vacancy: #98-MBS-332T

Amended to extend closing date

Open: April 20, 1998

Closes: May 11, 1998

Title: Procurement Technician (OA), GS-1106-5/6

Note: **This is a one year term appointment. May be extended additional years without reannouncement for a total of 4 years.**

Entry Salary: GS-5: \$23,965/yr - \$29,959/yr

GS-6: \$25,226/yr - \$32,426/yr

Organization: Acquisition Branch for Center Operations and Space (JAC)

Acquisition Division

Note: Reimbursement for relocation expenses is not authorized.

Who May Apply: U.S. Citizens from all sources, Federal and non-Federal.

Summary of Duties and Responsibilities: The primary purpose of this position is to assist and support Branch Chiefs and contract specialists engaged in procuring and purchasing major equipment, supplies, various support services, and major R&D Programs and administering these contracts. From rough drafts and oral instructions, types procurement documents and reports. Answers contract inquiries from Center personnel, contractors and the public regarding status of procurements. Distributes incoming materials and records incoming purchase requests. Also, types a wide variety of letters and memoranda; receives telephone calls and visitors from Center and contractor personnel; maintains office files and follows up to ensure reply deadlines are met; and reads, assembles and checks outgoing mail for completeness. At the GS-6 level, the following duties are performed in addition to the duties outlined above. Performs limited or routine contract and order administration. Develops source lists for special purpose equipment, including availability and pricing information. Prepares and distributes such documents as NASA Form 507, Individual Procurement Action Report, delegations of authority to DCAA/DCMC agencies, property delegations, etc. Serves as bid custodian, attends bid openings, and records bids on formal abstract. Assists in the closeout of contracts and prepares documentation for execution by the Contracting Officer. Maintains records and monitors submittal of contractor reports. Inputs various procurement data into the Division Acquisition Management System database.

Projected Promotion Potential: GS-6

Candidate may be selected at any grade in the advertised range for which he/she is qualified and certified. Any future promotion will depend on grade controls, need for higher level duties, performance, and evaluation under OPM classification standards.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Ability to plan, organize, and prioritize work. (MI) Question/Guide: Describe instances where you have had to plan and organize your work. Give specific examples where such things as priority, time constraints, regulations, and/or other requirements had to be considered.

2. Skill in oral and written communication. (MI) Question/Guide: Describe specific occasions when you have used your oral and written communication skills including the subject and purpose and the position or function of persons you were dealing with. Describe what you did.

3. Knowledge of Procurement regulations, procedures, and functions.

Question/Guide: Describe experience you have had with procurement. Describe your major duties and types of contracts such as fixed price or performance incentive for which you performed clerical and support functions.

4. Skill in office automation systems and programs. Question/Guide: Give specific examples of automated systems and programs (e.g., types of personal computers, word processing application, e-mail, etc.) you have worked with and the extent of your usage.

Vacancy: #98-MBS-333T
Open: April 20, 1998
Closes: May 4, 1998

Title: General Supply Specialist, GS-2001-11
Note: **This is a one year term appointment. May be extended additional years without reannouncement for a total of 4 years.**

Entry Salary: GS-11: \$41,024/yr - \$53,328/yr
Organization: Logistics Management Branch (JFS)
Facilities and Logistics Management Division

Note: Reimbursement for relocation expenses is not authorized.

Who May Apply: U.S. Citizens from all sources, Federal and non-Federal

Summary of Duties and Responsibilities: Serves as Inventory Commodity Manager. The incumbent will assist the Supply Manager in planning and directing the overall supply management program and to develop, plan, evaluate and advise the Center on supply management policies and programs. The incumbent will lead a small group in identifying, cataloging, and buying property/materials for the Center's Supply System. The incumbent will be responsible for managing stock levels of materials with a focus of reducing infrastructure as it pertains to store, stand-by, and program stock. The incumbent will be responsible for the effectiveness and results achieved in the receiving, collection and accounting for all FEDSTRIP or MILSTRIP documentation; and maintaining inventory records/control.

Projected Promotion Potential: GS-11
Candidates will be rated at the GS-11 level.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Knowledge of Federal supply management and acquisition regulations & procedures. (MI) Question/Guide: Describe your knowledge and experience that demonstrates your ability to interpret and integrate regulatory requirements with the federal supply management functions. Give specific examples in which regulations, and/or other requirements had to be considered.

2. Ability to develop and coordinate support of Center supply management requirements through implementation of automated systems. (MI) Question/Guide: Describe your experience in utilizing and managing database systems for areas such as property/supply management, disposal, and financial assets.

3. Skill in identifying, categorizing, and analyzing statistical data to relate asset information to organizational operations, acquisitions, contractor costs and budget projects. Question/Guide: Describe examples that illustrate your experience in analyzing statistical, financial and or asset data.

4. Ability to work in teams and to lead others in projects or tasks. Question/Guide: Describe your experience in dealing with people of all levels both internal and external to the Center where objective (schedule, priority, procedures) and subjective (personal preference or interpretation) differences had to be resolved. Give examples of experience you have had in leading teams where co-workers would rely on you for guidance and direction.

5. Skill in oral and written communication. Question/Guide: Describe specific occasions which illustrate your communication skills to individuals, small and large groups, and to senior management as it relates to property management, disposal and/or logistics services.

Vacancy: #98-MBS-334T
Open: April 20, 1998
Closes: May 4, 1998

Title: Property Control Specialist, GS-2001-11
Note: **This is a one year term appointment. May be extended additional years without reannouncement for a total of 4 years.**

Entry Salary: GS-11: \$41,024/yr - \$53,328/yr
Organization: Logistics Management Branch (JFS)
Facilities and Logistics Management Division

Note: Reimbursement for relocation expenses is not authorized.

Who May Apply: U.S. Citizens from all sources, Federal and non-Federal

Summary of Duties and Responsibilities: The incumbent serves as an Equipment Control Manager assists in developing, conducting and implementing Centerwide policies and procedures required to maintain a comprehensive equipment control program at Ames Research Center. Responsibilities encompass Government Personal Property, and interfaces with Industrial Property (GFE/GFP), and Property Re utilization. Incumbent will assist in the developing and coordinating Logistics Division support for the Center and Agency programs, such as the NASA Equipment Management System (NEMS) used in the management of equipment assets.

Projected Promotion Potential: None
Candidates will be rated at the GS-11 level.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

- 1. Knowledge of Federal procedures related to property acquisition, management, and disposal. (MI)** Question/Guide: Describe your knowledge and experience in working with Federal, NASA, GSA, DoD and FAR as they relate to property management functions and regulatory requirements. Give specific examples in which regulations, and/or other requirements had to be considered.
- 2. Ability to develop and coordinate support of Center property management requirements through implementation of automated systems. (MI)** Question/Guide: Describe your experience in utilizing and managing database systems for areas such as property/supply management, disposal, and financial assets.
- 3. Skill in identifying, categorizing, and analyzing statistical data to relate asset information to organizational operations, acquisitions, contractor costs and budget projects.** Question/Guide: Describe examples that illustrate your experience in analyzing statistical, financial and or asset data.
- 4. Ability to work in teams and to lead others in projects or tasks.** Question/Guide: Describe your experience in dealing with people of all levels both internal and external to the Center where objective (schedule, priority, procedures) and subjective (personal preference or interpretation) differences had to be resolved. Give examples of experience you have had in leading teams where co-workers would rely on you for guidance and direction.
- 5. Skill in oral and written communication.** Question/Guide: Describe specific occasions which illustrate your communication skills to individuals, small and large groups, and to senior management as it relates to property management, disposal and/or logistics services.

Vacancy: #98-MIS-335T
Opens: May 4, 1998
Closes: May 18, 1998

Title: Secretary (Office Automation), GS-318-6/7
Note: **Term position for an initial appointment of two years. May be extended for an additional two years without reannouncement.**

Entry Salary: GS-6: \$25,226/yr - \$32,426/yr
GS-7: \$27,717/yr - \$36,027/yr

Organization: Human Factors Research and Technology Division (IH)
Information Systems Directorate

Who May Apply: U.S. Citizens from all sources, Federal and non-Federal.

Summary of Duties and Responsibilities: Serves as Secretary, providing clerical and administrative support to the Chief and Deputy Chief of the Human Factors Research and Technology Division. Performs a variety of secretarial and administrative duties, including answering telephones, receiving and distributing mail, making travel arrangements for the Chief(s) and staff, preparing correspondence and reports, and performing miscellaneous clerical and administrative duties related to the management of the Division. Utilizes advanced office automation systems, word processing, spreadsheets, presentation software, and other software programs to develop reports, maintain records, prepare charts, and develop presentations.

Projected Promotion Potential: GS-7

Candidate may be selected at any grade in the advertised range for which he/she is qualified and certified. Any future promotion will depend on grade controls, need for higher level duties, performance, and evaluation under OPM classification standards.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

- 1. Ability to organize and control office clerical processes. (MI)** Question/Guide: Describe one or more complex tasks or responsibilities in your present or past positions that illustrate your ability to effectively organize the flow of an office, i.e., establishing files, setting priorities, etc. Include any specialized administrative support duties you have had.
- 2. Ability to use office automation systems in support of administrative processes. (MI)** Question/Guide: Describe the computer systems and programs that you have used in your present or past positions to prepare correspondence, graphs, and reports; to communicate with other personnel; to maintain records, etc.
- 3. Ability to apply procedures and guidelines. (MI)** Question/Guide: Describe assignments or projects you have had which illustrate your ability to interpret or apply written procedures or guidelines. Give specific examples of your most complex assignments, types of instruction manuals you have used, how much interpretation was involved, etc.
- 4. Ability to work with others.** Question/Guide: Describe your experience in dealing with people of various organizational levels where objective (schedule, priority, procedures) and subjective (personal preference or interpretations) differences had to be resolved.
- 5. Skill in oral and written communication.** Question/Guide: Describe specific occasions where you have used your verbal and writing skills, including the subject and purpose, originality required, and the position or function of persons involved.

Vacancy: #98-MBS-336T
Opens: May 4, 1998
Closes: May 19, 1998

Title: Facilities Management Specialist (Assistant Division Chief), GS-1101-14
Note: **This is a one year term appointment. May be extended additional years without reannouncement for a total of 4 years.**

Entry Salary: GS-14: \$69,092/yr - \$89,817/yr

Organization: Facilities & Logistics Management Division (JF)
Center Operations Directorate

Note: Reimbursement for relocation expenses is not authorized.

Who May Apply: U.S. Citizens from all sources, Federal and non-Federal

Summary of Duties and Responsibilities: Serves as Assistant to the Chief, Facilities and Logistics Division as the Moffett Liaison Officer providing management and technical direction. The incumbent will also serve as the liaison for resident Agencies in matters related to the operation of the Moffett Federal Airfield. As the liaison the incumbent will be required to ensure the effective operation and maintenance of the Moffett facilities in developing and negotiating agreements with new and current Resident Agencies. The incumbent will also need to coordinated with the Centers Public Affairs office, in the marketing of unused capacity of the Moffett Federal Airfield assets.

Projected Promotion Potential: GS-14

Candidates will be rated at the GS-14 level.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Knowledge of policies and regulations related to the management and operations of federal airfields. (MI) Question/Guide: Describe your experience which demonstrates your knowledge of management and operations of federal airfields and planning for utilization and integration of Local Resident Agencies. Give specific examples that illustrate your experience in the operations and management of federal airfields.

2. Ability to develop and lead a diverse work group. (MI) Question/Guide: Describe actions you have taken to improve the capabilities and performance of others through: task assignments training and guidance on work processes, recognition of achievements and career counseling. Describe assignments in which you have accomplished work through others, including: organizing, delegating, and overseeing work: overcoming obstacles; resolving conflict; and assessing work performance. Describe work situations or outside activities which demonstrate your multicultural sensitivity and your ability to work harmoniously among people of different backgrounds.

3. Ability to understand and accomplish management objectives, including definition of goals, development of work plans, estimation of costs and approaches to cost control. Question/Guide: Describe your knowledge and experience in meeting management objectives as it applies to development of program plans, cost estimating, and cost control.

4. Ability to interact with people inside and outside of the organization. Question/Guide: Describe your experience in dealing with people of various organizational levels where objective (schedule, priority, procedures) and subjective (personal preference or interpretation) differences had to be resolved. Include the most difficult situation(s) you have encountered within an office, the person(s) involved and your approach in resolving the misunderstanding, differences of opinion, scheduling problem, etc.

5. Skill in oral and written communications. Question/Guide: Give examples which best illustrate your oral and written communication skills in a variety of information presentation and advocacy situations. Indicate the subject, purpose, and position of persons with whom you were communicating.

Vacancy: #98-MBS-337T
Open: May 4, 1998
Closes: May 19, 1998

Title: General Supply Specialist, GS-2001-13
Note: **This is a one year term appointment. May be extended additional years without reannouncement for a total of 4 years.**

Entry Salary: GS-13: \$58,468/yr - \$76,007/yr

Organization: Logistics Management Branch (JFS)
Facilities and Logistics Management Division

Note: Reimbursement for relocation expenses is not authorized.

Who May Apply: U.S. Citizens from all sources, Federal and non-Federal

Summary of Duties and Responsibilities: The incumbent serves as an General Supply Specialist planning and directing the overall supply management program and to also develop, plan, evaluate and execute supply management policies and programs. The incumbent also serves as the Center's Supply Officer, serving as principal advisor to Center management on supply matters. The incumbent also serves as functional manger for warehousing operations and serves as a technical monitor for their respective area of expertise. The incumbent will also provide logistical supply support to the Agency and center engineering, technical, scientific and administrative programs.

Projected Promotion Potential: GS-13

Candidates will be rated at the GS-13 level.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Knowledge of Federal procedures related to supply management and acquisition regulations & procedures. (MI)

Question/Guide: Describe your knowledge and experience in working with Federal, NASA, GSA, DoD and FAR as they relate to federal supply management functions. Give specific examples in which regulations, and/or other requirements had to be considered.

2. Ability to develop and coordinate support of Center property management requirements through implementation of automated systems. (MI)

Question/Guide: Describe your experience in utilizing and managing database systems for areas such as property/supply management, disposal, and financial assets.

3. Ability to identify, categorize, and analyze statistical data to relate asset information to organizational operations, acquisitions, contractor costs and budget projects.

Question/Guide: Describe examples that illustrate your experience in analyzing statistical, financial and or asset data.

4. Ability to work in teams and to lead others in projects or tasks.

Question/Guide: Describe your experience in dealing with people of all levels both internal and external to the Center where objective (schedule, priority, procedures) and subjective (personal preference or interpretation) differences had to be resolved. Give examples of experience you have had in leading teams where co-workers would rely on you for guidance and direction.

5. Skill in oral and written communication.

Question/Guide: Describe specific occasions which illustrate your communication skills to individuals, small and large groups, and to senior management as it relates to property management, disposal and/or logistics services.

Vacancy: #98-MBS-338T

Open: May 4, 1998

Closes: May 19, 1998

Title: Traffic Management Specialist, GS-2130-11/12

Note: This is a one year term appointment. May be extended additional years without reannouncement for a total of 4 years.

Entry Salary: GS-11: \$41,024/yr - \$53,328/yr

GS-12: \$49,167/yr - \$63,922/yr

Organization: Logistics Management Branch (JFS)

Facilities and Logistics Management Division

Note: Reimbursement for relocation expenses is not authorized.

Who May Apply: U.S. Citizens from all sources, Federal and non-Federal

Summary of Duties and Responsibilities: The incumbent serves as the Traffic Management Specialist planning and directing the overall traffic management program and to also develop, plan, evaluate and advise on traffic management policies and programs. The incumbent serves as the Center's Transportation Officer, serving as principal advisor to Center management on traffic and motor pool matters. The incumbent also serves as the functional manager for shipping, receiving, mailings and motor pool operations and as technical monitor for the motor pool service contract.

Projected Promotion Potential: GS-12

Candidate may be selected at any grade in the advertised range for which he/she is qualified and certified. Any future promotion will depend on grade controls, need for higher level duties, performance, and evaluation under OPM classification standards.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Knowledge of traffic management policies, principals, and practices. (MI)

Question/Guide: Describe your knowledge and experience in working with traffic management policies, principals, and practices including air carrier service and materials management. Give specific examples in which regulations, and or other requirements had to be considered.

2. Ability to identify, categorize, and analyze statistical data to relate asset information to organizational operations, acquisitions, contractor costs and budget projects.

Question/Guide: Describe examples that illustrate your experience in analyzing statistical, financial and or asset data.

3. Ability to work in teams and to lead others in projects or tasks.

Question/Guide: Describe your experience in dealing with people of all levels both internal and external to the Center where objective (schedule, priority, procedures) and subjective (personal preference or interpretation) differences had to be resolved. Give examples of experience you have had in leading teams where co-workers would rely on you for guidance and direction.

4. Skill in oral and written communication.

Question/Guide: Describe specific occasions which illustrate your communication skills to individuals, small and large groups, and to senior management.

Vacancy: #98-MBS-339T
Open: May 4, 1998
Closes: May 19, 1998

Title: General Supply Specialist, GS-2001-9/11
Note: **This is a one year term appointment. May be extended additional years without reannouncement for a total of 4 years.**
Entry Salary: GS-9: \$33,906/yr - \$44,082/yr
GS-11: \$41,103/yr - \$53,328/yr
Organization: Logistics Management Branch (JFS)
Facilities and Logistics Management Division
Note: Reimbursement for relocation expenses is not authorized.
Who May Apply: U.S. Citizens from all sources, Federal and non-Federal
Summary of Duties and Responsibilities: The incumbent will assist the Center's Supply Specialist in the purchase of pre-approved open-stock items through the NASA supply management system utilizing the Just-In-Time program. The incumbent will be responsible for the effectiveness and results achieved in the receiving, collection and accounting for all FEDSTRIP or MILSTRIP documentation; and maintaining inventory records/control. The nature of the work is to assist in providing logistical supply support to the Center's engineering, technical, scientific and administrative programs.

Projected Promotion Potential: GS-11

Candidate may be selected at any grade in the advertised range for which he/she is qualified and certified. Any future promotion will depend on grade controls, need for higher level duties, performance, and evaluation under OPM classification standards.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Knowledge of Federal procedures related to supply management and acquisition regulations & procedures. (MI)

Question/Guide: Describe your knowledge and experience that demonstrates your ability to interpret and integrate regulatory requirements with the federal supply management functions. Give specific examples in which regulations, and/or other requirements had to be considered.

2. Ability to develop and coordinate support of Center property management requirements through implementation of automated systems . (MI) Question/Guide: Describe your experience in utilizing and managing database systems for areas such as property/supply management, disposal, and financial assets.

3. Ability to identify, categorize, and analyze statistical data to relate asset information to organizational operations, acquisitions, contractor costs and budget projects. Question/Guide: Describe examples that illustrate your experience in analyzing statistical, financial and or asset data.

4. Ability to work in teams. Question/Guide: Describe your experience in dealing with people of all levels both internal and external to the Center where objective (schedule, priority, procedures) and subjective (personal preference or interpretation) differences had to be resolved.

5. Skill in oral and written communication. Question/Guide: Describe specific occasions which illustrate your communication skills to individuals, small and large groups, and to senior management as it relates to property management, disposal and/or logistics services.

Vacancy: #98-MBS-340
Opens: May 4, 1998
Closes: May 18, 1998

Title: Contract Specialist, GS-1102-12/13
Entry Salary Range: GS-12: \$49,167/yr - \$63,922/yr
GS-13: \$58,468/yr - \$76,007/yr
Organization: Acquisition Branches (JAC/JAI/JAZ)
Acquisition Division
Who May Apply: U.S. Citizen from all sources, Federal and non-Federal
Note: Reimbursement for relocation expenses is not authorized.
Summary of Duties and Responsibilities: Serves as a Contract Specialist responsible for formally advertising, negotiation, administration, and cost analysis functions for services, materials and equipment associated with the acquisition requirements for the Center Operations and Space Directorates at Ames Research Center. The contracts include cost-reimbursement (including cost-plus-fixed fee, cost-plus-incentive-fee), fixed price, and fixed-priced incentive, including both sole source and competitive solicitations. Requirements typically involve various types of services, specialized equipment, and supplies, all of varying complexity and dollar values. Serves as group leader for two or more contract specialists providing mentoring and coaching for group members. Performs and arranges training for group members. Assigns and monitors group workload and advises supervisor on group and individual progress.

Projected Promotion Potential: GS-13

Candidate may be selected at any grade in the advertised range for which he/she is qualified and certified. Any future promotion will depend on grade controls, need for higher level duties, performance, and evaluation under OPM classification standards.

Ranking and Evaluation Factors:**1. Ability to award, negotiate and administer various types of contracts for services, materials and equipment. (MI)**

Question/Guide: Describe the types of contracts you have worked with. Describe the most complex types, and address what was involved that made them complex and the degree of review/approval/consultation required of your supervisor. Describe typical contractor negotiations you have been involved in.

2. Ability to analyze cost proposals and other contract terms and conditions. (MI) Question/Guide: Describe your experience with cost and price analysis, specifically as it relates to dollar thresholds and complexity of difficulties encountered.

3. Ability to develop, motivate and lead a diverse work group. Describe your actions as a co-worker, team or group member, or leader to motivate and improve the capabilities and performance of others through task assignments, training and guidance, recognition of achievements, or career counseling. Describe assignments in which you have accomplished work through other individuals, including the nature and purpose of the work to be done; the number and types of persons you directed; and the extent to which you were involved in planning assignments and reviewing work progress and performance.

4. Skill in communicating with people at all levels, both orally and in writing. Describe specific occasions that illustrate your written and oral communication skills. Explain the purpose of the communication (e.g., advocating a proposal, gain cooperation) the complexity of the issue; the audience/recipient (e.g. supervisor, management officials, technical experts); and the outcome.

Vacancy: #98-MBS-341

Opens: May 4, 1998

Closes: May 18, 1998

Title: Contract Specialist, GS-1102-9/11

Entry Salary: GS-9: \$33,906/yr - \$44,080/yr

GS-11: \$44,024/yr - \$53,328/yr

Organization: Acquisition Branches (JAC/JAI/JAZ)

Acquisition Division

Note: Reimbursement for relocation expenses is not authorized.

Who May Apply: U.S. Citizen from all sources, Federal and non-Federal

Summary of Duties and Responsibilities: Serves as a Contract Specialist responsible for formally advertising, negotiation, administration, and cost analysis functions for services, materials and equipment associated with the acquisition requirements at Ames Research Center. The contracts include cost-reimbursement (including cost-plus-fixed fee, cost-plus-incentive-fee), fixed price, and fixed-priced incentive, including both sole source and competitive solicitations. Requirements typically involve various types of services, specialized equipment, and supplies, all of varying complexity and dollar values.

Projected Promotion Potential: GS-12

Candidate may be selected at any grade in the advertised range for which qualified and certified. Any future promotion will depend on grade controls, need for higher level duties, performance, and evaluation under OPM classification standards.

Ranking and Evaluation Factors:**1. Ability to award, negotiate and administer various types of contracts for services, materials and equipment. (MI)**

Question/Guide: Describe the types of contracts you have worked with. Describe the most complex types, and address what was involved that made them complex and the degree of review/approval/consultation required of your supervisor. Describe typical contractor negotiations you have been involved in.

2. Ability to analyze cost proposals and other contract terms and conditions. (MI) Question/Guide: Describe your experience with cost and price analysis, specifically as it relates to dollar thresholds and complexity of difficulties encountered.

3. Skill in communicating with people at all levels, both orally and in writing. Describe specific occasions that illustrate your written and oral communication skills. Explain the purpose of the communication (e.g., advocating a proposal, gain cooperation) the complexity of the issue; the audience/recipient (e.g. supervisor, management officials, technical experts); and the outcome.

Vacancy #98-RJ-578

Amended to extend closing date

Opens: April 20, 1998

Closes: May 15, 1998

Title: Engineer, AST, Technical Management, GS-801-13/14

Organization: National Rotorcraft Technology Center (N)
NASA-Ames Research Center

Who May Apply: Open to full-time permanent Federal employees with Career or Career-Conditional appointments.

Summary of Duties and Responsibilities: As Technology Manager (NASA), National Rotorcraft Technology Center (NRTC), is responsible for planning, coordinating, reviewing and evaluating a wide scope of rotorcraft research and technology development projects being conducted by industry and academia, and recommending/arranging for the involvement of government facilities and expertise as appropriate. Scope of research encompasses aeromechanics, acoustics, structures, propulsion and drive train, design and manufacturing processes, flight control and avionics, subsystems, and aviation infrastructure. Based on extensive rotorcraft research experience, exercises judgement in relating future program plans to projected requirements and available resources, assures plans and approach are consistent with agency policy maintains cognizance of related work in the field and ensures duplication is avoided, conducts periodic visits to the field to review progress and provide consultation and advice, and ensures effective transfer of the developed technology to the user. Represents NRTC on technical committees and working groups developing plans and procedures for research projects involving multi-company, -university and agency teams. Reports directly to Director, NRTC, and serves as engineering and scientific advisor regarding NASA-funded activities.

Projected Promotion Potential: GS-14

Candidates may be selected at any grade in the advertised range for which he/she is qualified and certified. Any future promotion will depend on grade controls, need for higher level duties, performance, and evaluation under OPM Classification Standards.

Specialized Qualification Requirements: In addition to general qualification requirements, credible experience and education must demonstrate the ability to perform aerospace technology (AST) technical management work.

Ranking and Evaluation Factors:

More Important (MI) elements are considered key to successful performance of the job.

1. Knowledge of engineering technologies underlying rotorcraft technology requirements and processes. (MI)

Question/Guide: Describe your experience in rotorcraft aeromechanics, acoustics, structures, propulsion and drive train, flight control, avionics, subsystems, aviation infrastructure (ATC, certification requirements and procedures, vertiport design), engineering design and manufacturing technologies, and research and development processes. Include your experience in working with the rotorcraft airframe industry and your understanding of their needs and practices.

2. Ability to develop objectives, program plans and processes, and to review and evaluate program progress. (MI)

Question/Guide: Describe your experience in effectively integrating diverse requirements and capabilities in the development of sound program plans and processes that exploit teaming. Also describe your experience in reviewing research activities and what recommendations you made to improve the program.

3. Knowledge of NASA and DOD policies and procedures in an R&D environment. Question/Guide: Describe your knowledge and experience with NASA and DOD R&D and administrative policies and practices.

4. Understanding of rotorcraft industry needs and practices. Question/Guide: Describe your experience in working with the rotorcraft airframe industry, and your understanding of their needs and practices.

5. Skill in oral and written communication. Question/Guide: Give examples that best illustrate your oral and written communication skills in a variety of advocacy, information presentation and negotiation situations. Indicate the purpose and the level of persons with whom you were communicating.

